

Basic Acrobat Exchange

The Programs



Figure 1 Adobe Exchange Component Programs

Briefly, the component programs are:

- Capture – OCR function (this module isn't available for all operating systems)
- Catalog – indexing function
- Distiller – creates PDF from postscript.
- Exchange – provides capability for creating bookmarks, altering pdf files somewhat (insertion/deletion of pages, some text alteration), metadata (file information), and other file management functions.
- Reader – same old client program
- Scan – provides the ability to scan directly into Exchange if you have a scanner attached to your machine.
- Distiller Assistant – can be set to watch a folder and activate Distiller whenever a postscript file is saved to the folder.
- PDF Writer – creates PDFs from within selected programs (for example, Word).

Creating PDF

PDFs can be created with PDFWriter, Distiller. Documents can also be scanned to PDF with imaging programs, including the Scan plug-in in Adobe Exchange. There are also non-Adobe programs for creating PDFs; for more information on third-party programs and plug-ins, see <http://www.pdfzone.com/products/software/toolinfo.html>

PDFWriter installs as a printer driver and so creating a PDF is as simple as printing. PDFWriter results are not always as intended, but for most simple tasks it is perfectly adequate.

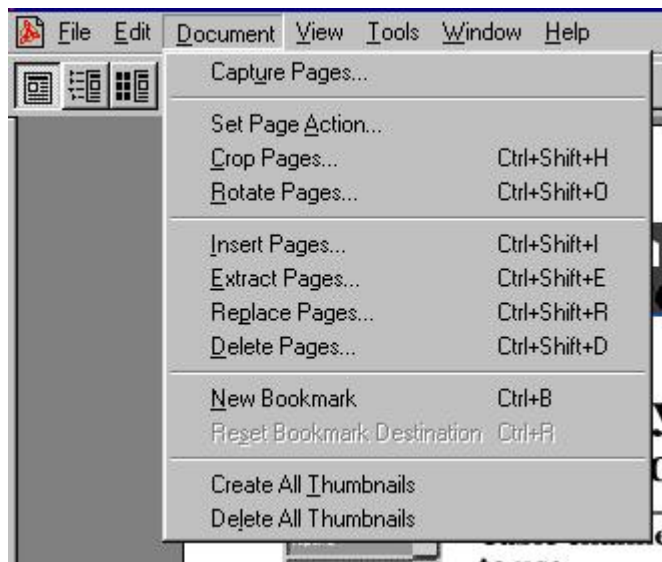
When PDFWriter results are not adequate, Distiller is used to convert postscript to PDF. To use, print documents to file with a postscript printer then open them in Distiller. Distiller will produce cleaner PDF and generally smaller files than PDFWriter. The quality of the page will depend to some extent on the driver used to create the initial postscript. If color PDF is required, a driver for a color postscript printer must be used. The printer selected for creating PDF does **not** have to be on your system since pages are being printed to file.

Maintaining Documents

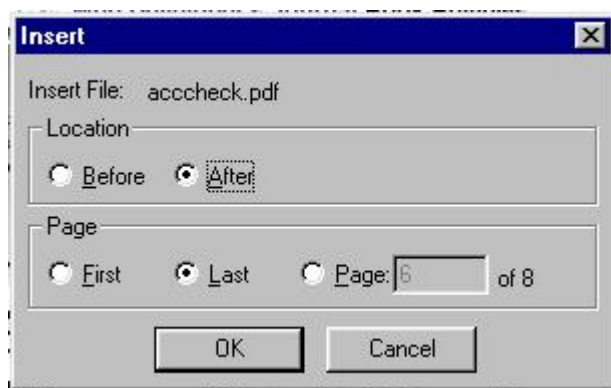
Adobe Exchange includes tools for making limited changes to text in documents. See the Adobe documentation or one of the books listed in the reference list for information on changing text and embedding audio or video files in a PDF.

In the menu bar, File holds the usual file management commands (open, close, save, etc.). It is also where the document descriptors are assigned and where document defaults are set.

Document contains the commands for inserting and removing pages, and for creating bookmarks. Capture pages (OCR) and rotate are used when scanning directly into Exchange. Crop can be used at any time, but you should know that when Exchange crops a page, it really “hides” the cropped bits, it doesn’t remove them. If you have a lot of cropping to do, you’re probably better off doing it in another program, creating a new page and inserting it.



Insert pages allows the insertion of files at specified places in the document. Unfortunately, it does not allow you to insert groups of files, but plug-ins can be bought from third party vendors for combining very large numbers of files.



Extract pages removes a page or range of pages to a separate document with the option to delete the originals after extraction. This is particularly useful for creating an archival copy of a replaced page, or for removing a small number of pages from a large document.

Replace pages deletes a page or range of pages, inserting a file in their place. The original and the replacement must have the same number of pages.

Delete removes a page or range of pages from a document.

Bookmarks can be created to facilitate navigation through the document, and to provide jumps to external documents or images. Bookmarks appear as a frame down the left margin of the document when they are displayed. Document default can be set to ensure that bookmarks are displayed when the document is opened.

Always optimize the document when creating the final copy to be published. Optimizing squeezes out unnecessary space and deletions, making file transfer more efficient.

References:

Mattias Andersson, William Eisley, Amie Howard, et al. *PDF Printing and Publishing*. Torrance, CA: Micro Publishing Press, 1997.

Gordon Kent. *Internet Publishing with Acrobat 3.0*. Indianapolis, IN: Macmillan Computer Publishing USA (Adobe Press), 1996.